

ICF:

3 Student work placement checklist

Securing the appropriate work placement for the particular qualification greatly depends upon the relationship between the school, the Registered Training Organisation and local community partnerships.

It is the responsibility of RTO representatives and teachers to communicate the types of work placement settings they will require over a two year period for the students they are training.

RTOs need to ensure that, where required, evidence from “the workplace” may be gathered for the qualification being sought.

Students have been fully informed of the:

- ☐ mandatory work placement hours required for this course
- ☐ purposes of the work placement, and the
- ☐ due dates for completion of the work placement.

The school has procedures in place for the class teachers, work placement coordinators and workplace supervisors to reach agreement on the:

- ☐ structure and timing of the work placements
- ☐ competencies to be addressed during work placements
- ☐ procedures to address the relevant occupational health and safety regulations

The school has procedures in place to ensure that the:

- ☐ *Employer's Guide to Workplace Learning* [see Workplace Learning Handbook: Appendix 3] has been provided to the host employer prior to placement commencing
- ☐ *Student Placement Record* [see Workplace Learning Handbook, Appendix 2] is fully completed prior to placement (ie signed by the host employer, school principal or nominee, student and parent or care giver) and stored according to Departmental requirements following placement.

School:.....	
RTO:	
Principal's Name:.....	
Principal's Signature.....	Date:.....